



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
PO Box 45811, Olympia WA 98504-5811

April 7, 2004

TO: All Potential Bidders

FROM: Farrell Presnell, RFP 0435-146 Coordinator  
DSHS Central Contract Services

SUBJECT: Amendment No. 1 -- DSHS Answers to Bidders' Questions  
RFP 0435-146 - Family Preservation Services Training

The following DSHS Answers to Bidders' Questions Numbers 1 through 6 are issued as Amendment No. 1 to the Request for Proposals (RFP).

**DSHS Answers to Bidders' Questions**

**Note:** These DSHS Answers to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFP. But some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit.

*Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.*

1. According to RCW 74.14C.020, intensive family preservation service providers must receive "at least forty hours of training from recognized intensive in-home service experts" prior to serving clients **My question: Why is the IFPS slated for 40 hours?** It was always 30 hours before. **Are they including the 10 hours "Paperwork" training each provider has to provide in this number? Or is this just a typo error?** The 3-day training sessions have always been 6 hours each for FPS. **Haven't the 5-day training sessions also been 6 hours each for IFPS (ie. 30 hours)?**

**Answer:**

**Section I, Paragraph 3 Project Scope, Training Sessions (second bullet) should read: Provide up to four four-day or five day sessions (a minimum of 30 hours of training) of Intensive Family Preservation Services to newly hired service delivery staff of agencies contracted with the department to provide Intensive Family Preservation services to families and children referred to the contractor by the Division of Children and Family Services.**

2. “Up to two contractors will provide a total minimum of 8 training sessions – four (4) three-day training sessions for Family Preservation Services (FPS) and four (4) five-day training sessions for Intensive Family Preservation Services (IFPS) to contracted service providers in Washington state and DCFS staff.” **My question: In selecting two bidders – will this be by geographic area? One for Eastern Washington and one for Western Washington?**

**Answer:**

**The one (or two) most qualified and highest scoring bidder(s) will be selected, regardless of location of their agency. A successful bidder should demonstrate an ability to provide trainings in regions outside of the local community.**

3. I know the training has traditionally been done 3 “working” days in a row for FPS and 5 “working” days in a row for IFPS. At several past contractor/DCFS meetings I and several others providers asked if the training could be done on Saturdays as 3 and 5-day training dates in a row during the same week limits some from taking the training and/or puts a time crunch on others. WCI received a contract for FPS training in the spring of 2003 and we had put in our proposal that we wanted to do Saturday trainings. This was approved and for each training we did it on 3 consecutive Saturdays and one Friday morning (to accommodate the individual who did the Risk Assessment section). Participant feedback was very positive. We didn’t have people leaving early. We didn’t have interruptions with business calls on cell phones. Participants enthusiasm was high. Since we did the training twice, about 2-3 people due to vacation times or other commitments were able to take a session the first time round (who were scheduled for the 2<sup>nd</sup> training) or pick up a “missed” session at the second training. **My question: Will we be penalized if we go outside the “dotted line” and propose Saturday training dates?**

**Answer: As stated in Section I, Paragraph 3 under Training Locations, training sessions must be at locations and times agreeable to DCFS. However, there is no requirement that trainings must be provided during business hours or on weekdays.**

4. When WCI did the training in the spring of 2003, we delineated it into time modules with specific content in each module so that (as addressed above) people could pick up or plan for a “missed” module. **My question: If we establish specific “time/content modules”, will this be going outside the “dotted lines” of the RFP?**

**Answer: The basic requirements as described in Section I Paragraph 3 must be met. If a bidder breaks down the required training into modules that would create opportunities for additional trainings, that information would be reviewed as additional information but would not replace the need to meet the criteria as established in the RFP.**

5. Since people who complete IFPS training do not have to do the FPS training – this in itself qualifies the “sameness” about much of the training for these two programs, my idea is to plan modules for FPS (18 hours) that could also count toward IFPS training. I had in a previous RFP proposed the “specific time/content Module” system to cover what is relevant to both IFPS and FPS (i.e., 18 hours) and then have two separate days with “specific time/content modules for IFPS only” (i.e., 12 additional hours). As a business woman I think and plan in time-efficiency and cost-effective terms. This would make so much more sense to those taking the FPS training and then later wanting to take the IFPS training. **My question is, If I put this “forward thinking” into a proposal would I be disqualified, as it is not in keeping with the concept of totally separate training for FPS (18 hours) and IFPS (30 hours)?**

**Answer:**

**The requirements allow for common elements to be incorporated into FPS and IFPS training. However, the bidder must demonstrate at a minimum, an ability to provide the multi-day training sessions as described in Section I, Paragraph 3. All other concepts about breaking down trainings would be considered additional information and would not necessarily influence the score.**

6. Please clarify the required qualifications of the "expert" who would conduct the trainings. I have reviewed RCW 74.14C as mentioned, though I do not see what qualifies a professional to meet "statutory outcome requirements" for 2 years.

**Answer:**

**As you will note in Section I paragraph 2 of the RFP: "DSHS considers experts to be IFPS/FPS providers who have provided services and have met all statutory requirements regarding service outcomes for a minimum of two years." This is again reiterated in Minimum Qualifications (Section 1 paragraph 4). Any person or agency that has provided these services and successfully met statutory outcome requirements of IFPS and FPS service providers for two years would be eligible to apply.**